

U.S. GOVERNMENT PRINTING OFFICE
11836 Canon Blvd. Newport News, VA 23606

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

VISION

as requisitioned from the U.S. Government Printing Office (GPO) by the

Defense Printing Service
Fort Lee, VA

Single Award

The term of this contract is for the period

Beginning September 1, 2000 and ending August 31, 2001

BID OPENING: Bids shall be publicly opened at 2:00 p.m., EST on August 22, 2000.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 161 km (100-mile) radius of Petersburg, VA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent(s). At a future date, metric measurements will be used exclusively in all specifications.

TO SUBMIT A BID, THE CONTRACTOR MUST COMPLETE AND RETURN THE FOLLOWING: GPO BID FORM 910 and 4 SETS OF SCHEDULE OF PRICES. ALL FORMS AND BID ENVELOPE INSTRUCTIONS ARE INCLUDED IN THIS SOLICITATION.

REFER ANY TECHNICAL QUESTIONS BEFORE OR AFTER AWARD CONCERNING THESE SPECIFICATIONS TO TEDDY PRIEBE AT (757) 873-2800.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 4-96)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQZ1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
P-8. Halftone Match (Single and Double Impression)	Camera Copy
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	OK'd Proofs/Furnished Prints

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from September 1, 2000 through August 31, 2001. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

(5396-S) 8/01

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Procurement Accounting Division, U.S. Government Printing Office, North Capitol and H Streets, N.W., Washington, D.C. 20401.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a (separate cover) saddle stitched pamphlet and a face and back form, requiring such operations as film making (including process color separations), printing, binding, labeling, and distribution.

TITLE: Vision

FREQUENCY OF ORDERS: Pamphlet, 6 to 10 orders per year (average of 7).
Form (mailing list letter), one order per year.

QUANTITY: Pamphlet, approximately 9,000 to 11,000 copies per order, with an average of 10,000 copies per order.
Letter, approximately 500 copies.

NUMBER OF PAGES: Pamphlet, approximately 16 to 32 pages plus a separate cover per order, with an average of 20 pages plus a separate cover per order.
Letter, face and back (one leaf).

TRIM SIZE: 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH: 216 x 279 mm (8-1/2 x 11") and/or 279 x 432 mm (11 x 17") laser generated camera copy produced by a LaserMaster Unity 1800 XL-O Typesetter, using QuarkXpress software, plus black and white and color photoprints. Copy will include all text and graphics, and either windows for halftones or camera-ready halftones in place.

Preaddressed, pressure sensitive labels mounted on 152 mm (6") wide marginally punched continuous backing sheets. Labels are 127 x 89 mm (5 x 3 1/2") in size. Labels are not zip code sorted.

Camera copy furnished for face and back letter. Approximately 400 address labels furnished for mailing.

One reproduction proof, Form 905 (Rev. 3/90) with labeling and marking specifications.

Identification markings, except GPO imprint, carried on copy or films must not print on finished product.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish", necessary to produce the product(s) in accordance with these specifications.

FILMS: The contractor must make all films required.

All halftones / four-color separations are to be 150-line screen or finer. Photo prints to be reproduced at various focuses. Films may be opaqued on either the emulsion or non-emulsion side.

Thirty days after complete delivery is made, all films may be destroyed.

ILLUSTRATIONS: Pamphlets may contain full color illustrations, halftones, duotones, and line illustrations. Halftones approx. 5 to 15 (average 10); and Four color process illustrations averages 20 per issue. Halftones and color illustrations generally will be square finish. However, occasionally a silhouette finish may be required.

PROOFS: The contractor must furnish two sets of blue-line or similar proofs of all text and cover pages. Proofs will consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product.

ONE set of Color Keys (or equal color overlay type proof) for duotones and ONE set of Matchprints "or equal" one-piece laminated or electrophotography color proofs for full color illustrations. These proofs must have

illustrations and text matter composited. Sublimation, inkjet, photographic, and overlay proofs are not acceptable. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet.

If any contractor's errors are serious enough in the opinion of the Government to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproving; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print".

Paper: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 10" dated July 1994.

Samples will be inspected and tested and must comply with the specifications as to construction, kind, and quality of materials.

All text paper used in each copy must be of a uniform shade.

Cover: White Dull Coated Cover, grammage 215 g/m² (basis weight: 80 lbs per 500 sheets, 20 x 26"), equal to JCP Code L60.

Text: White Dull Coated Offset Book, grammage 105 g/m² (basis weight: 70 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A260.

Letters: White Offset Book, grammage 75 g/m² (basis Weight: 50 lbs. per 500 sheets, 25 x 38") equal to JCP Code A60.

PRINTING: Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

Covers print head-to-head in black ink, four-color process, and one additional ink color as requested. After printing, coat the entire surface of covers 1 and 4 with a clear, non-yellowing, gloss varnish.

Text prints head-to-head in black ink, four-color process, and one additional ink color. Additional ink color is consistent throughout (average 10 text pages per order contain addl. ink).

NOTE: Additional ink color may be achieved by process ink builds, to match consistent for cover and text. If printer elects to run PMS color as 4/c build – MUST bill as a single additional color.

Letters will print two sides in black ink.

MARGINS: Margins will be as indicated on the print order or furnished copy. Cover and various text pages may bleed one or more sides throughout pamphlet.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed. Separate cover stitches on and trims flush with text.

Self mailer letter to be folded to 92 x 216mm (3-5/8 x 8-1/2") with 2 parallel folds. Close with wire stitch or wafer seal at contractor's option.

PACKING: Pack bulk shipments in shipping containers. Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width)

Mailed Shipments:

Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

Quantities over 200 leaves, up to 5.4 kg (12 pounds), must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 6.3 kg (14 pounds)).

Quantities over 5.4 kg (12 pounds), up to 10.8 kg (24 pounds), must be wrapped in shipping bundles or packed in small shipping containers (maximum gross weight 12.2 kg (27 pounds)).

Quantities over 10.8 kg (24 pounds), up to 16.3 kg (36 pounds), must be packed in shipping containers (maximum gross weight 18.1 kg (40 pounds)).

LABELING AND MARKING: Affix a label to each copy mailed singly as self-mailers and to each unit of mail packed in kraft envelopes, cushioned shipping bags, shipping bundles or containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to Fort Lee, VA.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: Deliver f.o.b. destination approximately 700 copies to Public Affairs Office, Defense Commissary Agency, Bldg. 11200, 38th and E Streets, Fort Lee, VA 23801-6300. Shortages or overages after label distribution are to be adjusted with this address. Upon completion of each order, all camera-ready copy, photos and other material furnished by the government must be returned to the Defense Commissary Agency at the address listed under "SCHEDULE".

Approximately 9,300 copies must be mailed f.o.b. contractor's city at the Standard Mail (Third or Fourth Class rate) for domestic addresses, and First Class for foreign addresses (approximately 116). Anticipated mailing breakdown for each order is as follows:

Copies per address	No. of addresses
Single Copies	57
2 - 11	113
12 - 60	249
61 -120	22

ALL FIRST AND STANDARD MAIL (THIRD, AND FOURTH CLASS) MAILING IS TO BE **(REIMBURSABLE)**. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form or equivalent with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 5-88), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

Mail letters individually by reimbursable first class mail. Contractor must furnish postal receipts with invoice for reimbursement.

The contractor is required to fill in all applicable items on USPS form(s) and submit in duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the Program Number, Print Order, Jacket Number as appropriate.

All expenses incidental to pickup and delivery of furnished materials and proofs, and furnishing sample copies, must be borne by the contractor.

One copy of contractor's billing voucher must be sent to the following address within 10 workdays after the ship/delivery date: GPO, Hamton RPPO, 11836 Canon Blvd., Suite 400, Newport News, VA 23606, Attn: Ted Priebe

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from Defense Printing Service, Attn: Vicki Thurmond, Building T-11526, 41st & F Streets, Fort Lee, VA 23801-5240

Proofs must be picked up from and delivered to Defense Commissary Agency, Public Affairs Office, Attn: Ron Kelly, 1300 E Avenue, Fort Lee, VA 23801-1800.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.
No definite schedule for pickup of material can be predetermined.

Submit proofs within 5 workdays after availability of government furnished material. The Government will hold the proofs for 1 workday. Contractor must submit revised proofs, when required, within 2 workdays after receipt of corrections.

Contractor must make complete production, delivery, and mailing within 5 workday(s) after his receipt of an OK to print.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

I.1(a) 200
(b) 60
(c) 10
(d) 90
(e) 50

2(a) 140
(b) 110

	(1)	(2)
II.1(a)	140	1,400
(b)	364	3,640
(c)	2	1
2(a)	7	70

III.1(a) 42
2(a) 448
(b) 721
(c) 1,302
(d) 336

SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for Fort Lee consignment.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item will be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

SUBMISSION OF OFFERS AND EVALUATION: The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper for white offset (JCP A60) as required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

I. FILMS AND COLOR PROOFS:

1. Illustration Films: An illustration will be defined as, and a charge will be allowed for, an element not furnished in position on basic camera copy or that requires a separate exposure. The price quoted for each of the following illustration films shall include the cost of combining (stripping- in or composition) with the applicable base film listed above. A flattone shall be charged as a line illustration.

(a) Line.....per illustration.....\$_____

(b) Square finish halftone.....per illustration.\$_____
(Duotone halftones (each color) shall be charged as a square finish halftone.)

(c) Silhouette halftone.....per illustration..\$_____

(d) Color corrected four-color process
films of illustrations (half-page
size, up to 47 sq. in.).....per illustration...\$_____

(e) Color corrected four-color process
films of illustrations (full-page size,
over 47 and up to 94 sq. in.)..per illustration..\$_____

Initials

2. Proofs:

- (a) Color Key proofs (or equal color overlay type proof)
per color.....per trim/page-size unit.....\$ _____
- (b) MatchPrint Proofs (or equal) one-piece laminated or
electrophotography color proofs - per trim/pag size unit \$ _____

II. PRINTING AND BINDING: The prices offered must be all-inclusive for printing and binding in accordance with these specifications; and shall include the cost of all required materials and operations as defined in Section 2.-Specifications.

(One leaf equals two pages.)

* Base Film negs. and/or blueline Proofs must be inclusive in Makeready/Setup	Makeready and/or Setup (1)	Running Per 1,000 Copies (2)
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1. Pamphlet Text:

- (a) Black ink or single color
other than black).....per page.*...\$ _____ \$ _____
- (b) Additional color.....per page.*...\$ _____ \$ _____
- (c) Letter (including folding and labeling)
Per side..*.....\$ _____ \$ _____

2.Covers 1 thru 4:

- (a) ALL INCLUSIVE..*.....\$ _____ \$ _____

Initials

III. PACKING:

1. Bulk shipments (other than by mail):
 - (a) Packing and sealing shipping containers.....per container.....\$ _____
2. Mailing (including affixing labels):
 - (a) Single copy in kraft envelope.....per envelope.....\$ _____
 - (b) Multiple copies in kraft envelope (up to 11 copies).....per envelope.....\$ _____
 - (c) Single or multiple copies over 11 copies, up to 12 lbs., in cushioned shipping bags, or wrapped in shipping bundles (maximum gross weight 14 lbs.).....per bag or bundle.....\$ _____
 - (d) Quantities over 12 lbs., up to 24 lbs., wrapped in shipping bundles, or packed in shipping containers, at contractors option (maximum gross weight 27 lbs.).....per bundle or container.....\$ _____

My production facilities are located within the assumed area of production.....yes _____no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material.....
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant.....
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product.....
 - b. Number of hours from pickup of completed product to delivery at destination.....

BIDDER'S NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

LOCATION OF POST OFFICE: All mailing will be made from the_____Post

Office located at City_____, State_____.

Sample Bid Envelope

In order to ensure proper processing of all bids, the following information is required on all bid envelopes.

Program: 5396-S

From: _____

Address: _____

Apply
Postage
Here

Check Appropriate:

☐ Bid Enclosed

☐ No Bid

U.S. GOVERNMENT PRINTING OFFICE
Hampton Regional Printing Procurement Office
11836 Canon Blvd., Suite 400
Newport News, VA 23606-2591

Bids will be received
Until August 22, 2000
At 2:00 p.m., EST.